



Requisition Number: ***R0097079***

Request for Proposal

Structured Cabling Services

For the

City of Chattanooga, Tennessee

Letter of Intent Due

April 11, 2007

Proposal Due Date

April 24, 2007

4:00 P.M., EST

City of Chattanooga

Structured Cabling Services

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SECTION 1 - SPECIFICATIONS

1.1 General Information

As used in this RFP, "Vendor" shall mean the contractor(s) submitting proposals and/or that will provide services requested herein to the City of Chattanooga.

1.2 Scope

This Request for Proposals (RFP) is issued to obtain qualified firms to provide inside and outside structured cabling installations. Installations under this contract may include telecommunications, data, coax and audiovisual installations in new buildings, during building renovations and additions to existing cabling networks. Outside plant work shall be for inter-building connectivity that may include trenching, directional boring, aerial pulls, placing of conduit, as well as installing copper or fiber cabling. Excluded may be cabling for specific telephone systems covered under existing City of Chattanooga voice maintenance contracts or other cabling like electrical that are handled under other contracts.

SECTION 2: GENERAL PROVISIONS and PROCEDURES

2.1 Work Request

A Work Order or request for a quote will be sent from authorized personnel within the City of Chattanooga. The primary points of contact for this contract are Information Services personnel. However requests can also be submitted directly to the vendor by other City of Chattanooga authorized personnel. A Work Order or request for a quote will include most if not all of the following information: location of cabling work, description of work to be done, site contact name and number, contact name and number of IS personnel coordinating work, due date for completion, internal City SR (service request) number and any other pertinent information.

2.2 Design

When necessary, Information Services personnel will meet with the department requesting the work to review design and perform a needs assessment consultation.

2.3 Walk-through Schedule

The vendor shall be notified via email or phone call that a walk-through at the site where work is to be performed will be scheduled. The planned date and time will be included in the information. The Vendor must either confirm or decline this meeting notification within 12 working hours to allow the City time to reschedule or make other arrangements.

2.4 Walk-through Follow-up

After the walk-through has been completed, Information Services personnel will respond to any questions that are not answered at the walk-through.

2.5 Pricing Quote Returned

Using the attached [Quote Sheet](#), the types and amounts of materials as well as work-hours required will be completed at or immediately following the walk-through. The amount given on the Quote Sheet will be used by the requesting department to budget their expense and to pay the vendor for the agreed upon work. This pricing information should be returned no later than 4 business days following the walk-through.

2.6 Award and Work Initiation

Upon Information Services' receipt of a confirmation that the price is acceptable and the work request should be submitted to the Vendor from the department requesting the work, Information Services will inform the Vendor. The Vendor must inform the City if the desired due date of the requested work can not be met, require overtime or expedite charges.

2.7 Change Order Requests

The requesting department should send a copy of all change orders on awarded jobs along with authorization to pay for those changes to Information Services. The change orders must be approved by the City prior to the vendor performing any additional work.

(Additional details concerning the work order and quote process are available in Section 4: Task, Duties and Responsibilities of the Vendor)

2.8 Job Completions and Invoicing

The vendor shall provide notification to Information Services personnel when the project is complete and provide a final invoice to the designated contact within the department requesting the work. All approved change orders shall also be invoiced at this time. If required by the requesting department, Information Services will inspect the project to verify accuracy of installation prior to the department approving payment to vendor.

All vendor invoices must reference the original Service Request (SR) number from Information Services and/or the job description of the work that was performed. Invoices should match the amounts provided on the original quote plus any additional change orders.

2.9 Invoice Disputes

If there is any dispute concerning an invoice(s), the City of Chattanooga will not pay the questionable amount until the dispute is resolved. The City of Chattanooga will only pay the amount quoted and any approved change orders for work completed to the City's satisfaction.

2.10 Prices

2.10.1 Labor Cost:

The awarded vendor will be bound to the quoted labor rates for the first year. Successive years and renewal years, if the contract is renewed at that time, will be at the current rate unless a written request for increase is approved in writing by the City of Chattanooga's Purchasing Department. The vendor shall submit requests for increase to the City of Chattanooga Purchasing Department 60 days prior to the renewal date. Labor shall be charged in 15-minute intervals.

2.10.2 Materials Cost:

Price decreases may be requested by the City of Chattanooga or initiated by the vendors, based on the prevailing industry price fluctuations.

The vendor must request price increases in writing. The vendor shall submit requests for an increase to the City of Chattanooga's Purchasing Department at least 60 days prior to the renewal date.

SECTION 3: MANUFACTURERS AND INSTALLATION STANDARDS

3.1 Manufacturers

These are the approved manufacturers:

Panduit
Avaya Communications
Hubbel
Ortronics
Leviton I
Beiden Wire and Cable
Essex
General Cable
Mohawk/COT
Siecor Corp.

3.2 Installation

Installation should be performed in a professional manner using the best practices in the industry. Best practices shall include, but not be limited to, the following points:

1. Components of the system shall be installed in a neat, workmanlike manner. The City's wiring color preference should be observed whenever possible (Blue for Data and White for Voice) and terminations shall be uniform throughout the system.

These are the City's standard office voice/data configurations:

QUAD (Primary)	DUAL (Secondary)
3 CAT5e or CAT6 cables 4 jack face plate 2 RJ45 jacks orange/data – 2 blue cables for data 2 RJ45 jacks white or beige/voice - 1 white cable is split (2 pair per jack)	2 CAT5e or CAT6 cables 2 jack face plate 1 RJ45 jack orange/data – 1 blue cable/data 1 RJ45 jack white or beige/voice – 1 white cable for voice

2. All grounding conductors must be rated CMP and must be neatly tied in bundles and properly secured.
3. Horizontal fill ratios for conduit, cable trays, raceways and ducts shall conform to standards and manufacturer recommendations.
4. Standards for separation distances from sources of electromagnetic interference are currently under study. Minimum clearance between cables and power sources until the new guidelines are available are found in EIA/TIA 569.
5. Appropriate attention shall be given to the handling of copper and optical fiber cables to ensure that bending radius conforms to the manufacturer's requirements. At no time shall the cable's static or dynamic bending radius be exceeded.
6. All installation shall be done in conformance with EIA/TIA 568B.3 standards Design and Installation guidelines. The Vendor shall ensure that the maximum pulling tensions of the specified distribution cables are not exceeded and cable bends maintain the proper radius during the placement of the facilities. Failure to follow the appropriate guidelines will require the Vendor to provide in a timely fashion the additional material and labor necessary to properly Rectify the situation. This shall also apply to any and all damages sustained to the cables by the vendor during the implementation.

3.3 Labeling

The vendor shall be responsible for printed labels for all cables and cords, distribution frames, and outlet locations. No labels are to be written by hand. Identification markings and systems shall be uniform. All cable terminations are labeled at the MDF, IDF and at the station. Consecutive numbering should be used around the workstations or offices for all jacks: e.g. voice jacks V02A and B are in the same station face plate as data jacks D02A and B.

3.4 Cable Storage

The vendor shall not roll or store cable reels without an appropriate underlay and prior approval from the City.

3.5 Horizontal Cabling

1. The length of each individual run of horizontal cable shall not exceed 295 ft.
2. Each run of cable between the termination block and the information outlet shall be continuous without any joints or splices.

3. In suspended ceiling and raised floor areas where floor duct, cable trays or conduit are not available, the vendor shall bundle station wiring with plastic cable ties at appropriate distances. The cable bundling shall be supported via "J" hooks attached to the existing building structure and framework. Non-Plenum cable will be used in all appropriate areas. Plenum cables will be used when required.
4. If the interior of walls are not obstructed, the vendor shall conceal horizontal distribution wiring internally within the walls. If such obstructions exist, vendor shall secure approval prior to the use of an alternate method.
5. In the event vendor is required to remove ceiling tiles to install cables, such work shall not break or disturb grid. Cables shall not be attached to lift out ceiling grid supports or laid directly on the ceiling grid.
6. Cables shall not be attached to or supported by fire sprinkler heads or delivery systems or any environmental sensor located in the ceiling air space.

3.6 Fire Stopping

1. Sealing of openings between floors, through rated fire and smoke walls, existing or created by the vendor for cable pass through shall be the responsibility of the vendor.
2. Sealing material and application of this material shall be accomplished in such a manner which is acceptable to the City of Chattanooga fire and building authorities having jurisdiction over this work.
3. Creation of such openings as are necessary for cable passage between floors or areas shall be the responsibility of the vendor. Any openings created by or for the vendor and left unused shall also be sealed as part of this work.
4. The vendor shall be responsible for damage to any surfaces or work disrupted as a result of their work. Repair of surfaces, including painting, shall be included as necessary.

3.7 General Installation Provisions

1. Consideration of alternate equipment shall be solely at the discretion of the City. Any and all proposed alternate equipment, cable, terminations, methods, etc. must be submitted for approval prior to scheduling work to begin on a work request.
2. The selected vendor must, at all times, keep the premises free from accumulation of waste materials, caused by the work; and upon completion of the work, must remove all work related rubbish from and about the site and must leave the work area broom clean, or in its original condition

SECTION 4: TASKS, DUTIES AND RESPONSIBILITIES OF VENDOR

4.1 Vendor Personnel

At least one BICSI (Building Industry Consulting Service International Inc.) certified cabling installer must be available to conduct a physical review of any job site where installation or termination of cable has been performed by that vendor's technicians.

4.2 Vendor Base of Operation

Vendors shall maintain an office with a staff of technicians and equipment within a 30-minute drive of any City of Chattanooga site.

4.3 Vendor Equipment Provided

Vendors will provide all equipment, tools, etc. needed to perform the duties under this proposal including service vehicles. Vendor must supply a telephone number for service calls. Repetitious visits to correct a fault or provide a service will not be reimbursed unless specifically authorized in writing by the City of Chattanooga.

4.4 Work Site Requirements

1. The requesting department will provide the electrical service including approved ground, circuit breaker panel with breakers to existing service points.
2. Cutting, patching, and finishing required in connection with this installation and the repair of any damage caused by the installation shall be done by the vendor so as to match the original conditions perfectly both as to material and workmanship.
3. During installation under this contract, the physical facilities may be in use by the requesting department. The vendor shall schedule and coordinate the work with the requesting department and Information Services so as to cause the least possible interference with or interruption of that department's activities in the building. If after hours work is requested by the department, the overtime rate provided in this RFP shall apply.
4. The vendor will be completely responsible for any and all damages caused to the building or its contents as a direct result of the execution of the contract. Upon completion of each working day, the vendor will clean up all debris, cartons, etc., and remove them from the premises. The vendor will continually clean up after its operations to prevent any accumulation of debris, equipment, etc., and will maintain all exit ways free and clear at all times.
5. Installation must be performed in a professional and workman-like manner and conform with all recommendations of the manufacturer and latest published versions of the following: BICSI TDMM, National Fire Protection Association (NFPA), National Electrical Code (NEC), EIA/TIA 568A, TIA 568B or latest Commercial Building Telecommunications Cabling Standards, City of Chattanooga Information Services wiring & termination standards, local building codes, and good construction and engineering practices.
6. The vendor shall provide a complete system warranty to guarantee end-to-end high performance cabling systems that meet application requirements. The guarantee shall include cable and connectivity components and have one point of contact for all cabling issues. The system shall be warranted for a period of 10 years. If a system repair is required by a manufacturer of the product, it may use new or reconditioned replacement parts. If the manufacturer chooses to replace the product, the manufacturer may replace it with a new or reconditioned one of the same or similar design. Any such repair or replacement will be warranted for either (a) 90 days or (b) the remainder of the original 10-year warranty period, whichever is longer. It is the responsibility of the vendor to coordinate manufacturer required repairs or replacements of components of the cabling system the vendor installed.
7. All Category 5e units shall meet the requirements of TIA / EIA 568B. All Category 6 units shall meet current TIA/EIA requirements. If requested, the vendor shall provide test results of all installed cables to Information Services in printed hard copy or electronic document.

4.5 Service Times

Definitions:

Response: The arrival on site and notification to requestor of a qualified technician equipped with tools and parts.

Emergency or Expedite requests: Vendors shall provide a 4-hour response time during normal working hours (8 AM to 4:30 PM, Monday through Friday) in case of a major emergency that may require cabling system repairs or when a work request requires an expedited response.

Schedules

1. NORMAL SERVICE TIMES: Vendor has FIVE (5) working days from the date of receipt of a Work Order to have the staff on site and working, unless another specific start date has been requested. Invoice shall be the actual time employed multiplied by the appropriate labor hour rate bid on the Pricing Sheets. If a site visit or a walk through are requested by the City to the vendor, the following process intervals apply: Vendor will have 12 business day hours from receipt of the email or phone call to confirm or decline the site visit or walk-through invitation.

2. SUBMISSION OF QUOTE: Vendors will have up to four (4) working days from completion of site visit or walk-through to have a price quote prepared and returned to the City. **The preferred means of quote submission is via email. The requesting City department main contact as well as Information Services should be included on the email response.** The following email addresses should be used for Information Services: telecom@mail.chattanooga.gov and networks@mail.chattanooga.gov. This quote shall list all material quantities, and total labor hours expected to be used. This "not to exceed" figure shall remain the maximum this work shall cost unless changes are approved in advance by the requesting department and Information Services. Upon review of the quote, the City of Chattanooga may call the vendor to incorporate required modifications. Any associated requisition or shipping release shall be a "not to exceed without prior approval" order. If modifications are required after a PO or payment instrument has been provided to the vendor, a change order may subsequently be issued to the vendor upon concurrence of necessity of a change by the requesting department and Information Services.

5. HOLIDAYS: Upon approval by the requesting department and Information Services, the vendor may work on holidays at the agreed upon holiday rate of pay.

4.6 Inspections and Corrections

1. INSPECTION OF WORK: All work performed under this contract shall be installed in a professional and workmanlike manner. Upon completion by the vendor, Information Services may perform a final inspection of the job, and if necessary, will create and submit to the vendor a punch list of deficiencies.
2. CORRECTION OF DEFICIENCIES: Vendor has FIVE (5) business days from receipt of a punch list to correct any deficiencies. Failure to comply may result in a 30-day suspension from the contract for each failure to comply.

SECTION 5: TERMS AND CONDITIONS OF RESULTING CONTRACT

5.1 Cancellation

A vendor may be removed from the contract at any time by reason of unsatisfactory performance or other default of the vendor upon 30 days prior written notice by the City of Chattanooga. Either party may cancel the contract by giving 90 days prior written notice. Such notice by the vendor should in no way be construed as taking away the right of the City of Chattanooga to remove the contractor for unsatisfactory performance.

5.2 Subcontracting

Vendors may subcontract installation of cable and conduit but shall retain the responsibility for the work subcontracted. At least one BICSI certified cabling installer must be available to conduct a physical review of any job site where installation or termination of cable has been performed by that subcontractor's technicians.

Payment will be made to the vendor only for the amount quoted and installed. A Subcontractor to the vendor, by virtue of subcontract, has no claim against the requesting department or the City of Chattanooga. Subcontractors for any project shall have a copy of written specifications on site while performing their work on that project.

5.3 Audits and Inspections

At any time during normal business hours and as often as the City of Chattanooga may deem necessary, there shall be made available to the City of Chattanooga, for examination, all company records with respect to all matters covered by this Contract. The vendors will permit the City of Chattanooga to audit, examine and make excerpts or transcripts from such records, and to make audits of all contracts, quotes, invoices, materials, and other data relating to all matters covered by this Contract. An overall review of operations may be made semi-annually.

5.4 Contract Administration

After contract award, the City's Purchasing will serve as the Contract Administrator. The Contract Administrator shall be responsible for ensuring vendor conformance with terms, conditions, performance specifications as specified in the contract and evaluation of the vendor's performance. Information Services staff will serve as the primary City contact for cabling requirements and work order requests and will work with both the vendor and other City departments on cabling related activities.

It is the sole responsibility of vendor to communicate all quotes for work, questions concerning rates and scheduling problems to Information Services. Vendors shall not quote work eligible under this contract to any entity ineligible to purchase from this contract. All deviations from this policy shall be viewed as a violation of the contract and may result in immediate cancellation.

SECTION 6: EVALUATION METHODOLOGY

Proposals will be evaluated as defined below.

The City's Information Services Staff depends on the vendors involved with our organization to work with us as "business partners", to become extended members of our staff. We desire long term, mutually beneficial business relationships. However, it is imperative for the City of Chattanooga to establish relationships with vendors who agree to the terms of this solicitation as well as demonstrate through company profile and resources the ability to fulfill the stipulated requirements.

RFP responses will be evaluated to select the offer(s) that provides the best value to the City of Chattanooga. Responses will be judged on (but not limited to) the following criteria:

- Vendor's experience in repair and installation of LAN and data equipment and wiring installations
- Vendor's resources including personnel and vehicles to be used on this contract
- Vendor's project management and supervisory experience

- Financial Stability
- Vendor's business history
- References
- Cost of the offer including service and equipment
- Service offerings

SECTION 7: PROPOSAL CONTENT

This RFP is structured to allow vendors the ability to address in detail their compliance with the City of Chattanooga's requirements. This is accomplished by outlining the minimum acceptable response while providing vendors the platform to provide additional value to the City of Chattanooga. Services offered of a standard above the minimum will be considered in the overall evaluation process and may be used as a determining factor when considering two vendors of comparable value.

7.1 Mandatory Proposal Requirements:

At a minimum, include the following in your proposal.

1. Financial Information: Provide a financial statement depicting the vendor's capability to carry out the contract as proposed for award. Include the last two annual or 10K reports. Financial information supplied will be proprietary if marked confidential at top and bottom of each page.
2. Vendor Profile: Provide vendor history so that the City of Chattanooga can evaluate your company's ability to accomplish the proposed work. Include number of years in business, other work or areas of activity, interconnectivity experience, etc.
3. References: Provide a list of at least 3 similar installations and users that the City of Chattanooga can contact.
4. Service: Provide the address of your service center site(s). Visits may be made of the service center.
5. Contractor Resources
 - a. Provide a list of personnel that will be assigned to this contract, types of training and a description of their years of experience in LAN (voice, data, video wiring or outside plant cabling).
 - b. Provide a list of and describe vehicles available for use in service fleet for this contract.
 - c. Vendors' project management and supervisory experience.
6. Vendor's experience in repair and installation of LAN and equipment referenced in herein. Include contractor's experience with large and complex wiring installations.
7. Cost: Provided on the attached [Cabling Pricing Sheet](#)

8. Vendor's Hamilton County and City of Chattanooga Business License Number and Expiration Date.

7.2 Contract Term

The contract shall be for a term of 2 years (24 months), with an option to renew for two 1-year terms, starting from the date of acceptance by the City of Chattanooga (the final award of the proposal and contract will be made by the Chattanooga City Council). The selected vendor will serve as the primary cabling system provider for the City of Chattanooga. However, this contract does not prevent the City from working with vendors in the event the vendor cannot meet the City's specific needs for a particular application.

7.3 City of Chattanooga Provided Information

The City of Chattanooga Information Services Organization has provided the following information to assist in the preparation of the responses to this RFP. Please see attachments:

- [Cabling Pricing Sheet \(Excel Worksheet\)](#)
- [Quote Response Format](#) (This is only a sample-Selected vendor and Information Services will draft a final document to include all information needed by both parties. Excel Worksheet)

SECTION 8 – ADMINISTRATIVE AND CONTRACTUAL INFORMATION

8.1 Inquiries

Questions concerning this RFP should be submitted in writing by **April 18, 2007** by fax or e-mail to the attention of:

Artie Prichard
Deputy Director of Purchasing
City of Chattanooga
100 East 11th Street
City Hall Annex, Suite 200
Chattanooga, TN 37402

FAX: (423) 757-7201
email: prichard@mail.chattanooga.gov

The questions and answers will then be forwarded to all interested parties.

8.2 Exceptions to RFP Specifications

This RFP is intended to describe the City's minimum requirements and response format in sufficient detail to secure comparable proposals. However, vendors are not precluded from submitting proposals that include additional information beyond that described in the specifications. Any exceptions to specifications should be clearly noted and will be considered as they apply to the overall interest of the City.

8.3 Implied Requirements

All products and services not specifically mentioned in this RFP, but which are necessary to provide the functional capabilities described by the vendor, must be included in the proposal.

8.4 Vendor-Supplied Materials

Any material submitted by a vendor shall become the property of the City unless otherwise requested at the time of submission. Any material considered confidential in nature must be so clearly marked.

8.5 Issuing Office

This RFP shall be governed by the laws of the State of Tennessee, and is issued for the City by the Purchasing Division of the General Services Department.

8.6 Rejection of Proposals

The City reserves the right to reject any and all proposals resulting from this RFP.

8.7 Incurring Costs

The City is not liable for any cost incurred by vendors prior to the issuance of a purchase agreement for cabling services and will not pay for information solicited or obtained.

8.8 Vendor's Proposals

Vendors must submit a response to this RFP in writing. The vendor proposal must follow the format provided in the Sixth Section of this document. The City reserves the right to reject any proposals that do not address all the specified items outlined in this RFP. Each proposal must be submitted with an original, one (1) copy and electronically on either a CD or DVD disk to the issuing office.

8.9 Economy of Preparation

Proposals must be prepared simply and economically. They should provide a straightforward and concise description of the capabilities of the services proposed. Promotional and marketing materials maybe included, however, emphasis should be placed on clarity and content.

8.10 Conditions of Agreement

The City desires to contract with a local vendor to serve as the City's primary provider of cabling services. Proposals submitted must be binding for not less than ninety (90) days after the date received. The City will select the proposals that, in its opinion, is in the best interest of the City. The City reserves the right to reject any and all proposals or portions of a proposal. The City also reserves the right to waive minor technicalities in the proposal. The City not only reserves the right at the sole discretion of the City to reject any and all proposals and to waive technicalities, but also reserves the right of evaluation and the right to determine the methodology for evaluation of the proposals to determine which is the best proposal and to accept the proposals deemed to be in the best interest of the City, i.e., the most qualified proposal will not necessarily be the proposal with the lowest cost. Further, the City reserves the right to accept proposals for any or all items separately or together.

Chattanooga City Council will make the final award of the contract.

The successful vendor will be expected to enter into contract negotiations with the City that will result in a formal purchase agreement between the parties.

SECTION 9 – RFP LIFE CYCLE

9.1 Letter of Intent-Due Date:

Vendors intending to submit proposals are requested to notify the Deputy Director of Purchasing of the City of Chattanooga in writing by the date specified on the cover letter of this RFP. The Letter of Intent should state the fact that you intend to submit a proposal and give a contact name, address, phone number, and FAX number. The Letter of Intent should be mailed to the Buyer as referenced in Section 8.1, Inquires.

9.2 Response Date

Sealed proposals to be considered must arrive at the issuing office on or before the date and time specified on the cover letter of this RFP. Immediately thereafter, all proposals will be publicly posted in the presence of any vendors at 200 City Hall Annex. Vendors are invited but not required to attend the proposal posting.

Proposals not received by the City by proposal closing time, will be returned, after receipt, unopened to the vendor.

9.3 Initial Screening

The initial screening of submitted proposals will occur as soon as practical following the opening. The initial screening process will involve evaluating all proposals for completeness, conformity, clarity, and compliance to all the RFP requirements. Proposals not meeting minimum requirements will be rejected and dropped from further consideration.

9.4 Oral Presentation

Vendors submitting a proposal that passes initial screening may be invited to make an oral presentation of their proposal to the City. Invitations will be given solely at the initiative of the City for any purpose the City deems necessary. Such presentations provide an opportunity for the vendor to clarify their proposal and ensure that a thorough, mutual understanding exists. Oral presentations are not mandatory, but may be requested by the City as an option. These conferences may be conducted by telephone or teleconference.

9.5 Final Evaluation

After all requested oral presentations have been completed, the final evaluation begins. The final evaluation will be completed as soon as practical depending upon the availability and time constraints placed upon the members of the evaluation team.

9.6 Proposal Acceptance

After the final evaluation, the chosen vendor will be notified and contract discussion and negotiation between the City and the selected vendor will begin. The content of this RFP and the successful vendor's proposal will become an integral part of the contract, but may be modified by the negotiations. Vendors are requested to submit current contract forms with their proposal for review by the City. The Chattanooga City Council will make the final award of the contract.

Affirmative Action Plan

The City of Chattanooga is an equal opportunity employer and during the performance of this Contract, the Vendor agrees to abide by the equal opportunity goals of the City of Chattanooga as follows:

1. The Vendor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Vendor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. The Vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Vendor will, in all solicitations or advertisements for employees placed by or on behalf of the Vendor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin, or handicap.
3. The Vendor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representatives of the Vendor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. In all materials and equipment contracts or subcontracts in excess of \$10,000 to be performed for the City of Chattanooga, any vendor and/or sub-contractor is further required to file in duplicate within ten (10) days of being notified that it is the lowest responsible bidder, an affirmative action plan with the City's Equal Employment Opportunity/Title VI Compliance Officer. This plan shall state the Vendor's goals for minority and women utilization as a percentage of the work force on this project.
5. This Plan or any attachments thereto shall further provide a list of all employees annotated by job function, race, and sex who are expected to be utilized on this project. This plan or attachment thereto shall further describe the methods by which the Vendor or Sub-contractor will utilize to make good faith efforts at providing employment opportunities for minorities and women.

During the term of this contract, the Vendor upon request of the City will make available for inspection by the City of Chattanooga copies of payroll

records, personnel documents and similar records or documents that may be used to verify the Vendor's compliance with these Equal Opportunity provisions.

6. The Vendor will include the portion of the sentence immediately preceding paragraph 1 and the provisions of paragraphs 1 through 6 in every subcontract so that such provisions will be requested of each sub-contractor. The Vendor agrees to notify the City of Chattanooga of any sub-contractor who refuses or fails to comply with these equal opportunity provisions. Any failure or refusal to comply with these provisions the vendor and/or sub-contractor shall be a breach of this contract.

(Signature of Vendor)

(Title and Name of Company)

(Date)

REQUIREMENTS FOR INSURANCE COVERAGE

The Vendor shall not commence work under these Contract Documents until he has obtained all insurance required herein nor shall the Vendor allow any Sub-contractor to commence work on his subcontract until similar insurance required of the Sub-contractor has been obtained by the Sub-contractor. Insurance shall be placed by the Vendor with one or more insurance carriers licensed to do business in the State of Tennessee. Each insurance policy shall be renewed ten (10) days before the expiration date of the policy.

Certificates of insurance shall be filed with the City prior to commencement of the work. These certificates shall contain a provision that coverage's afforded under the policies will not be changed or canceled unless at least fifteen (15) days' written notice has been given to the city. The Contract shall not be binding upon the city until the insurance coverage required herein has been obtained and certificates have been filed with the City.

Adequate insurance coverage shall be maintained by the Vendor at all times. Failure to maintain adequate coverage shall not relieve the Vendor of any responsibilities or obligations under these Contract Documents. In the event any insurance coverage is canceled or allowed to lapse, the Vendor will not be permitted to prosecute the work until adequate and satisfactory insurance has been obtained and certificates of insurance furnished to the City. Failure to keep insurance policies in effect will not be cause for any claims for extension of time under these Contract Documents.

All such policies shall be subject to approval by the City Attorney. Should the City Attorney at any time in his sole discretion determine that the insurance policies and certificate provided may not be sufficient to protect the interests of the City because of the insolvency of the insurance company or otherwise, the Vendor shall replace such policies with policies meeting his/her approval.

The Vendor shall procure and maintain at his own expense, during the Contract Time, insurance as hereinafter specified:

Workmen's Compensation Insurance that shall protect the Vendor against all claims under applicable state workmen's compensation laws shall be maintained. The Vendor shall also be protected against claims for injury, disease or death of employees which, for any reason, may not fall within the provisions of a workmen's compensation law. This policy shall also include an endorsement providing coverage in all states in which work is performed. The Vendor shall require all the Sub-contractors to provide similar Workmen's Compensation Insurance for all the Sub-contractors' employees on the work unless such employees are covered by the protection afforded by the Vendor. The liability limits shall not be less than that required by statute.

General Public Liability and Property Damage Insurance that shall be written in comprehensive form and shall protect the Vendor against all claims arising from injuries including death, to members of the public or damage to property of others arising out of any act or omission of the Vendor or his agents, employees, or Sub-contractors. In addition, this policy shall specifically insure the contractual liability assumed by the successful bidder to defend and indemnify the City of Chattanooga against such claims or suits.

To the extent that the work may require blasting, explosive conditions or underground operation, the comprehensive general public liability and property damage coverage shall contain no exclusion relative to blasting, explosion, collapse of buildings, or damage to underground property.

The comprehensive general public liability and property damage coverage shall also protect the Vendor against all claims resulting from damage to:

1. Private driveways, walks, shrubbery and plantings;
2. Public utility facilities; and
3. U.S. Government monuments.

The liability limits shall not be less than:

Bodily Injury	\$ 500,000 each person \$1,000,000 each occurrence
Property Damage	\$ 250,000 each occurrence \$ 500,000 aggregate

The general public liability and property damage insurance shall carry an endorsement in form satisfactory to the City to the effect that the Vendor shall save harmless the City from any claims and damage whatsoever, including patent infringement. General public liability and property damage insurance shall be kept in force at all times during the course of the work until such time as the work covered by these Contract Documents has been completed and accepted by the City.

Comprehensive Motor Vehicle Liability and Property Damage Insurance that shall be written in comprehensive form and shall protect the Vendor against all claims for injuries to members of the public and damage to property of others arising from the use of motor vehicles, and shall cover operation on or off the site of all motor vehicles licensed for highway use, whether they are owned, non-owned, or hired.

The liability limits shall not be less than:

Bodily Injury	\$ 250,000 each person \$ 500,000 each occurrence
Property Damage	\$ 100,000 each occurrence

Affirmative Action Plan

(Name of Contractor)

The above named Contractor is an equal opportunity employer and during the performance of this contract, the Contractor agrees to abide by the Affirmative Action Plan of the City of Chattanooga as follows:

7. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
8. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin, or handicap.
9. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
10. It is the goal of the Contractor to have a workforce with a minimum of 8.6 percent minority and 6.9 percent female employees.
11. This Plan or any attachments thereto shall further provide a list of all employees annotated by job function, race, and sex who are expected to be utilized on this project.
12. During the term of this contract the following non-discriminatory hiring practices shall be employed to provide employment opportunities for minorities and women:

- a. All help wanted ads placed in newspapers or other publications shall contain the phrase "Equal Employment Opportunity Employer".
 - b. Maintain systematic contracts with minority groups and human relations organizations.
 - c. Encourage present employees to refer qualified minority group and female applicants for employment opportunities.
 - d. Use only recruitment sources which state in writing that they practice equal opportunity. Advise all recruitment sources that qualified minority group members and women will be sought for consideration for all positions when vacancies occur.
13. During the term of this contract, the Contractor, upon request of the City of Chattanooga Office of Economic and Community Development, will make available for inspection by the City of Chattanooga Office of Economic and Community Development, copies of payroll records, personnel records, documents and other records that may be used to verify Contractor compliance with these equal opportunity provisions.
14. The Contractor agrees to notify the City of Chattanooga Office of Economic and Community Development of any failure or refusal on the part of the contractor or any subcontractors to comply with the equal opportunity provisions set forth. Any failure of refusal to comply with the aforementioned provisions by the Contractor and/or Subcontractors shall be a breach of this contract.

(Signature of Contractor)

(Title and Name of Construction Company)

(Date)

SAMPLE QUOTE SHEET

Job: Add a quad in Office 200, 1st floor, North side - Memorial Auditorium

Date of Request: 9-Jun-07

SR: 234 (*this number is normally provided with quote request*)

Comments: *Please add any additional information that pertains to the job*

Quantity	Length-if applicable	Description	Unit Price	Total
3	25Ft.	CAT 6 Cables (2 Blue, 1 White)	\$ per Ft	\$\$
1	N/A	Quad termination (1 beige faceplate, 2 orange RJ45/2beige RJ11 jacks, labeled)	\$	\$
1	9 Ft.	Plastic Raceway	\$ per Ft	\$\$
4		Tie backs and J-hooks	\$	\$
1		Drilling 3/4" inch - through sheetrock	\$	\$
1	25Ft.	Interduct Conduit	\$	\$
Total				\$\$\$

CABLING PRICING SHEET

These items represent the typical materials and configurations used throughout the City's facilities.

The selected vendor will be required to provide a detailed description, quantity and unit price of these and other components or materials needed with each job quote.

Vendor Name:

Category 5e and/or 6 Unit Runs		Cost Plenum	Cost Non- Plenum
CAT 5e/6 UTP 1 Cable Unit Run per foot			
Dual CAT 5e/6 Cable Unit (2 to the same faceplate) per Foot			
Quad CAT 5e/6 Cable Unit (3 to the same faceplate, 2 cables in 2 RJ45 jacks-data, 1 cable divided to 2 RJ45 jacks-voice)per Foot			
Category 5e and/or 6 Terminations		Cost	
Single - 1 RJ45 jack			
Dual - 2 RJ45 jacks			
Quad - 4 RJ45 jacks			
Copper Backbone Cables		Cost Plenum	Cost Non- Plenum
25 pair UTP Cable Run per foot			
50 pair UTP Cable Run per foot			
100 pair UTP Cable Run per foot			
Copper Backbone Cable Terminations		Cost	
66 Block for 25 pair Cable Run			
110 Block for 25 pair Cable Run			
66 Block for 50 pair Cable Run			
110 Block for 50 pair Cable Run			
66 Block for 100 pair Cable Run			
110 Block for 100 pair Cable Run			
Fiber Installation		Cost	
6 Strand MM inside Fiber installed per foot			
12 Strand MM inside Fiber installed per foot			
Terminate & Test inside Fiber MM/Connector			
Coax Installed and Terminated		Cost	
RG8 Video Coax per foot, terminated			
RG11 Video Coax per foot, terminated			
Equipment Racks		Cost	
19 inch x 7 foot Floor Mounted Rack			
19"x48" Wall Mounted Swing Gate Rack			
Patch Panels & Fiber Splice Boxes Installed		Cost	
24 Port RJ45 Patch Panel Rack Mounted			
48 Port RJ45 Patch Panel Rack Mounted			
24 Port RJ Patch Panel Wall Mounted			
48 Port RJ45 Patch Panel Wall Mounted			
12 Port Fiber Splice Box Wall Mounted			
12 Port Fiber Splice Box Rack Mounted			
24 Port Fiber Splice Box Wall Mounted			
24 Port Fiber Splice Box Rack Mounted			
Conduit and Raceways Installed		Cost	
2" EMT Conduit, installed per foot			
2" Rigid Conduit, installed per foot			
2" Interduct Conduit, installed per foot			
4" EMT Conduit, installed per foot			
4" Rigid Conduit, installed per foot			
4" Interduct Conduit, installed per foot			
Plastic Raceway installed per foot			
Metallic Raceway installed per foot			
Hourly Work Rates & Other Charges		Cost	
Regular Rate (15 minute interval)			
Overtime Rate (15 minute interval)			
Holiday Rate (15 minute interval)			
Expedite Charge			
Administrative Charge			

Add a quad in Office 200, 1st floor, North side - Memorial Auditorium

9-Jun-07

234 (this number is normally provided with quote request)

Please add any additional information that pertains to the job

Quantity	Length-if applicable	Description	Unit Price	Total
3	25Ft.	CAT 6 Cables (2 Blue, 1 White)	\$ per Ft	\$\$
1	N/A	Quad termination (1 beige faceplate, 2 orange RJ45/2beige RJ11 jacks, labeled)	\$	\$
1	9 Ft.	Plastic Raceway	\$ per Ft	\$\$
4		Tie backs and J-hooks	\$	\$
1		Drilling 3/4" inch - through sheetrock	\$	\$
1	25Ft.	Interduct Conduit	\$	\$
Total				\$\$\$